

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 23 October 1956

FROM : Chief, Visual Aids Staff

SUBJECT: Weekly Activities Report
17 October through 23 October 1956

I. Progress on Training Aids

- A. Intelligence School, Office of the Chief
 - 1. Compiling a Visual Aids Brochure
- B. Intelligence B.3
 - 1. Layouts for OCR Graphics Register Photo Branch have been approved and are being returned for final art
 - 2. Layouts for Office of Training display being designed and discussed
- C. Intelligence I.20
 - 1. Two magnetic board charts in progress
- D. Language and Area Training
 - 1. Eight maps to be mounted on muslin in progress
 - 2. Layout and compiling of Newspaper Reader in progress
- E. Office of Personnel
 - 1. Display for Insurance and Death Benefits in progress

II. Training Aids Completed During Week

- A. Intelligence B.1
 - 1. Organizational chart, "menu-board" completed and delivered
- B. Intelligence B.10
 - 1. Two pictures drymounted on hardback and covered with clear protective covering
- C. Intelligence I.7
 - 1. Developed film
- D. Language and Area Training
 - 1. Newspaper Reader completed and being distributed
 - 2. "Development of an Area Specialist" completed
 - 3. Eight name plates and eight signs
 - 4. Poster for Foreign Dining Room
 - 5. Issued two maps

25 YEAR RE-REVIEW

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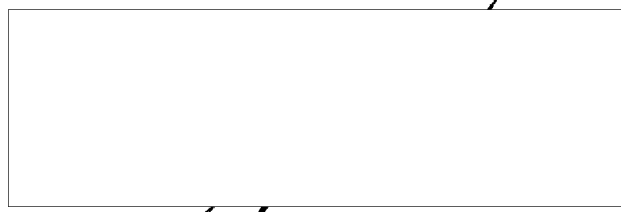
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E. Plans and Policy Staff/OTR

1. New catalog
2. Finished art for reproduction of new catalog

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